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DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND, MECHANICSBURG, PA 17055-0791
NAVAL FACILITIES ENGINEERING COMMAND, ALEXANDRIA, VA 22332-2300

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JOINT LETTER

From: Commander, Naval Supply Systems Command
Commander, Naval Facilities Engineering Command

To: See Distribution

Subj: DELEGATION OF NAVSUP AND NAVFAC PROCUREMENT AUTHORITY FOR
PURCHASE CARD

Encl: (1) NAVSUPINST 4200.85C, Simplified Acquisition
Procedures, Enclosure (2), Pages 12-1 - 12-4

1. Department of Navy (DoN) activities with a delegation of purchase card authority from their Head of the Contracting Activity (HCA) now have authority to purchase facilities services up to \$2,500 and facility improvements (construction) up to \$2,000 using their HCA authorized purchase card. Activities within the NAVFAC claimancy with a delegation of purchase card authority from NAVFAC for facilities services up to \$2,500 and facility improvements (construction) up to \$2,000 now have purchase card authority to purchase NAVSUP cognizance supplies and services up to \$2,500 using their NAVFAC purchase card. This action further streamlines the Navy's purchase card program by eliminating the need for two purchase cards because of procurement authority.

2. Enclosure (1) is an advance change to NAVSUPINST 4200.85C effective immediately.

3. The DoN Purchase Card CD-ROM Interactive Training Video contains the required training for NAVSUP cognizant supplies and services and NAVFAC cognizant services and construction.

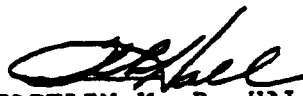
4. Program oversight, for activities with purchase card authority only, shall be maintained by the Head of Contracting Activity (HCA) within the activity's claimancy unless program oversight has been delegated to a different HCA (e.g., NAVSUP provides program oversight for activities in BUMED, Naval Reserve Centers, and various NAVAIR, NAVSEA, and SPAWAR activities).

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5. The cardholder delegation of authority letter must state that NAVFAC cognizant services and construction are authorized as appropriate.



ROBERT BOYER
Director
Contracts



CAPTAIN K. R. HALL, SC, USN
Deputy Commander
Contracting Management Directorate

Distribution:
NAVSUP List "D"
NAVSUP List "E"

Subj: CONSTRUCTION AND OTHER NAVEAC SERVICES/SUPPLIES

General Rule:

Contracting Officers of the Naval Facilities Engineering Command buy construction. NAVSUP contracting officer's should generally refer construction requirements to a construction activity. However, this general rule does not apply to normal "installation" of equipment purchased under NAVSUP contracting authority.

Construction means erection, installation or assembly of a new facility, the addition, expansion, extension, alteration, conversion or replacement of an existing facility, the acquisition or relocation of a facility and includes the repair and maintenance of building and public works, and equipment installed and made a part of such facilities. It includes dredging, excavating, and painting of buildings, structures or other real property. For purposes of this definition, the terms "buildings, structures or other real property" include but are not limited to improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals, and channels.

Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft or other kinds or personal property.

Construction Activity means an activity, at any organizational level of the Military Departments, which has responsibility for the architectural, engineering, and other

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(Continued)

related technical aspects of the planning, design, and construction of facilities and which receives its technical guidance from the Army Office of the Chief of Engineers, Naval Facilities Engineering Command (NAVFAC), or Air Force Directorate of Civil Engineering. Station public works officers should process construction requirements either by using their own contracting officer authority or by referral to the cognizant NAVFAC office.

Note that guard services, lawn-mowing services, grounds maintenance services, landscaping services, lease of offices and other real property, custodial/janitorial services, fire protection services, forestry services (timber contracts, tree cutting and harvesting, tree marking, clearing and pruning services, cutting fire lanes, etc.) are within the purview of NAVFACENGCOM. Also within NAVFAC's responsibility are supply contracts for the purchase of specialized functions (including four-wheel drive vehicles for foresters; fire trucks; earth-moving and other construction vehicles and equipment, etc.). Also included is lease of real property.

For repair services involving central heating and cooling equipment, the general rule is: If the repair is made on-site, the requirement is a NAVFAC contracting responsibility. If the repair is made in the contractor's shop, the repair is a NAVSUP contracting responsibility. However, since portable and window type units are considered personal property items, repair of these items is a NAVSUP contracting responsibility.

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(Continued)

Exceptions:

Department of Navy (DoN) activities with a delegation of purchase card authority from their Head of the Contracting Activity (HCA) also have authority to purchase facilities services up to \$2,500 and facility improvements (construction) up to \$2,000 using their HCA authorized purchase card. Activities within the NAVFAC claimancy with a delegation of purchase card authority from NAVFAC for facilities services up to \$2,500 and facility improvements (construction) up to \$2,000 also have purchase card authority to purchase NAVSUP cognizance supplies and services up to \$2,500 using their NAVFAC authorized purchase card.

NAVSUP Contracting Officers at Naval Reserve activities are authorized to contract for construction repairs, not to exceed \$2,000 and facilities related services not to exceed \$2,500 on Naval Reserve Center facilities.

1. Examples of such construction repairs include:

- (a) Repair to central heating and air conditioning system.
- (b) Plumbing services.
- (c) Repair of broken windows or panes.
- (d) Repair of doors.
- (e) Roof repairs of a minor nature.
- (f) Minor structural repairs including touch-up painting.
- (g) Repair of alarm systems.
- (h) Locksmith services.

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(Continued)

- (i) Repair of fences.
- (j) Repairs to correct electrical distribution/breaker systems.
- (k) Repairs arising from storm damage or other natural disasters.

2. Examples of facilities related services include:

- (a) Guard services.
- (b) Lawn-mowing services.
- (c) Grounds maintenance services.
- (d) Landscaping services.
- (e) Pest control.
- (f) Snow removal.
- (g) Trash/garbage removal.

See page 12-2, paragraphs 2 and 3, for additional examples of facilities related services.

3. Technical support will be provided by reserve public works personnel having cognizance of the facility. No special contractual provisions are required in procurements of repairs not exceeding \$2,000 and services not exceeding \$2,500.

References:

FAR 36
DFARS 236
NAPS Part 1